



To: All DWD Employees

From: Alan D. Degner
Commissioner

Date: October 10, 2003

Subject: DWD Policy 2003 – 09
Solicitation Policy

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An Equal Opportunity Employer

Purpose: To restate the State policy regarding the solicitation of State employees.

Rescission: DWD Communication #H95P-1208 Solicitation Policy
DWD Communication #H96P-1204

Content: To ensure that employees of Department of Workforce Development are aware of the permissible and impermissible activities regarding solicitation, the following guidelines are provided:

1. Advertising, solicitation, or promotional activity for state business or state sponsored business, defined as activity initiated by or sponsored by the state or its agencies, with an underlying state governmental purpose approved by the Director of the Indiana State Personnel Department and the Commissioner of the Department of Administration, are not subject to these guidelines. Activities authorized by union settlements are also excluded from these guidelines.
2. Unless authorized by the State Personnel Director and the Commissioner of the Department of Administration, setting up booths in local offices or state facilities is prohibited. Attaching signs, placards, or the like to any property of the State is prohibited except on appropriate bulletin boards.
3. Distribution of non-work related literature and solicitation of employees for funds, membership or individual commitment to outside organizations or cause are prohibited in work areas unless authorized by the State Personnel Director and the Commissioner of the Department of Administration.
4. Solicitation of membership, dues, or other internal employee organization business may be conducted only on non-duty hours of the employees concerned.
5. Unless officially recognized by the State in a manner granting some right of exclusivity, competing organizations must not be discriminated against by affording one group privileges not enjoyed by another.

6. No literatures may be distributed through the State's payroll system without the prior written approval of the State Personnel Department.
7. Lists of names and addresses of employees are not to be provided to anyone except as specifically authorized by statute of Executive Order.

Effective Date: Immediately

Review Date: October 10, 2005

Ownership: DWD Human Resources Division

Action: All employees should become familiar with this policy and ensure compliance. If situation arise which are not covered or for which an exception is desired, you should contact the Human Resources Division or Administrative Services Division for additional information.